

TASK ORDER (TO)

R4 TO Reference 47QFSA21F0018

Flight Related Software Operational Test and Evaluation

in support of:

**United States Air Force Air Combat Command
(USAFACC)**

Issued to:

Alion Science and Technology Corporation

**Under the General Services Administration (GSA) One Acquisition Solutions for
Integrated Services (OASIS)**

Issued & Administered by:

GSA Assisted Acquisition Services (AAS)

GSA FAS/AASD (4QFA)

77 Forsyth Street SW

Atlanta, GA 30303

Aug 5, 2022

**General Services Administration
Federal Acquisition Service
Assisted Acquisition Services Division
Southeast Sunbelt Region**

PERFORMANCE WORK STATEMENT

Task Title: Flight Related Software Operational Test & Evaluation
Task Order No: 47QFSA21F0018 (ID04200042)
Contract No: GS00Q14OADU303
Date: 5 August 2022

MODIFICATION HISTORY:

Mod P00007: Add \$1,222,571.87 incremental funding to OY1 Labor CLIN 1001 and Travel CLIN 1002

Mod P00006: Add \$250,570.33 incremental funding to OY1, rebill/LOA change CLIN 0001, and update LOA on CLIN 0002 and 0003.

Mod P00005: Exercise Option Year 1 and add incremental funding \$886,389.68.

Mod P00004: MIPR Correction.

Mod P00003: Incremental funding modification \$225,179.66.

Mod P00002: Incremental funding modification \$953,846.15.

Mod P00001: Administrative modification to change vendor DUNS and CAGE code.

- 1. Introduction:** Work is to be accomplished for the 28th Test and Evaluation Squadron (TES), Eglin AFB, Florida, herein referred to as Client, through the General Services Administration (GSA), Federal Acquisition Service (FAS), Assisted Acquisition Services Division, Southeast Sunbelt Region.

1.1. Points of Contact:

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1.2. Background: The 28th TES, located at Eglin Air Force Base (AFB), Florida, is responsible for Validation, Operational Test and Evaluation (OT&E), Force Development Evaluation (FDE), Early Operational Assessment (EOA), Sufficiency of Test Review (SOTR), Operational Assessment (OA), and Developmental Test Support (DTS) of flight related automated mission planning systems for Air Combat Command (ACC), other USAF commands, and other services. These evaluations are vital in ensuring mission planning systems have been thoroughly tested in an operationally realistic environment before release to operational Air Force and other service units. Specific mission planning functions include lab setup, software loading, flight planning, information assurance, weapons ballistics and delivery tactics, threat penetration analysis, and map imagery processing.

1.3. Objective: The purpose of this project is to test, evaluate, and validate mission planning functions, vital to ensuring that all systems and equipment have been thoroughly tested in an operationally realistic environment before release to operational Air Force units.

1.4. Task Order Type: Firm-Fixed Price (FFP) with reimbursable travel and training

1.5. Period of Performance:

Base Period:	03/01/2021 - 02/28/2022
Option Year 1:	03/01/2022 - 02/28/2023
Option Year 2:	03/01/2023 - 02/29/2024
Option Year 3:	03/01/2024 - 02/28/2025
Option Year 4:	03/01/2025 - 02/28/2026
6mo Extension*:	03/01/2026 - 08/31/2026

** The 6mo extension is a non-guaranteed option exercised only in the event the Gov determines the need to execute it*

2. Scope: The customer seeks support for testing of mission planning and support systems. Air Force Mission Planning Systems (MPS) include: Portable Flight Planning Software (PFPS), Joint Mission Planning System (JMPS), OmniView, Life Cycle Upgrade, various Common Components (CCs), and support for an assortment of aircraft including but not limited to: A-

10, B-1, B-52, F-15, F-16, F-22, E-3, E-4B, E-8, RC-135, HC-130, EC-130, HH-60, U-2, RQ-4, and other platforms as tasked. This contract requires travel to test locations at Government direction.

3. Technical Requirements for Flight Related Software Operational Test & Evaluation:

3.1. The contractor shall:

3.1.1. Develop, maintain, and execute test plans, including the development of test methodology and support software, for Air Force MPS operational testing. Current Air Force MPS include PFPS, JMPS, and OmniView. Target Area Weather Software (TAWS) is also supported by this task order.

3.1.2. Execute test plans under a USAF-appointed Project Manager and prepare Early Operational Assessments (EOA), Operational Assessments (OA), Concept of Test Briefs (COTB), Integrated Test Team Charters (ITTC), Operational Test Support Requests (OTSR), Test Readiness Reviews (TRR), and appropriate reports such as Release Recommendations (RRecs), Sufficiency of Test Reviews (SOTR), Capabilities and Limitations Reports (C&LRs), and other documentation as tasked.

3.1.2.1. If supporting a program under the Office of the Secretary of Defense (OSD) oversight, the following reports may also be applicable as directed: OSD brief, Combined Readiness Reviews (CRR), and detailed Final Reports (FREPs). Problems found during test and evaluation will be detailed in a FREP and/or RR on the test and entered into the Discrepancy Report (DR) database as required.

3.1.3. Provide test item configuration control functions over software, hardware, and documentation and will provide and maintain data for internal and test management systems. The contractor will support additional 53d Wing operational tests which affect mission planning systems, such as aircraft operational flight programs, provided such support does not interfere with automated mission planning systems operational test. The test item complexity ranges from system administrator setup to detailed discrepancy analysis. 80% of the work effort requires detailed software technical validation/analysis and 20% requires complex document preparation and hardware/software inventory and control. This requirement requires travel of approximately 200 man days per performance period (cumulatively across all contractor personnel) to various test locations at Government direction.

3.1.4. Develop, maintain and execute Platform Installations (PI) for Flight Performance Model (FPM), and mobile Take Off and Landing Data (mTOLD) OT&E/Validation test plans, including the development of test methodology and support software. The contractor shall conduct test plans under the project manager, and prepare briefs/reports as required. FREPS and RRs will list any

major problems found during testing and will be input into the DR database as required. The contractor shall provide test item configuration control functions over software, hardware, and documentation and will provide and maintain data for internal and test management systems. The test item complexity ranges from checking automated calculations to detailed analysis of software discrepancies. 80% of the work effort requires hands-on testing with computer programs and manual validation with source documents and 20% requires complex document preparation.

- 3.1.5.** Perform system administration and technical management of Windows and UNIX Solaris workstations and servers. This includes configuration, maintenance, and troubleshooting of systems used solely for testing activities by the 28TES. The contractor shall perform LAN maintenance and troubleshooting within mission planning test labs as required for operational testing activities by 28TES. The test item complexity runs from system administrator setup to detailed discrepancy analysis. 80% of the work effort requires detailed software validation/analysis and 20% requires complex technical document preparation. This requirement requires travel of approximately 200 man days per performance period to various test locations at Government direction.

3.2. Cybersecurity

- 3.2.1.** The contractor shall develop, maintain and execute test plans for cybersecurity testing of MPS and related systems. The contractor shall execute cybersecurity test plans through independent test or integration with other test organizations and will provide a Concept of Test Brief (COTB), OSD brief, Combined Readiness Review (CRR), detailed Final Report (FREP), and Release Recommendation (RR) as directed by the project manager. The contractor shall validate system Information Assurance controls through risk assessment and by automated and manual scanning and testing. The contractor shall assist other unit sections and outside agencies with cybersecurity-related issues as directed by the project manager. The contractor shall maintain a current knowledge of technologies in use or under consideration by the DoD for missions pertaining to cyber defense

- 3.3. Program Management:** The contractor shall provide overall program management support to ensure that the requirements of this task order are accomplished. The contractor shall participate in meetings, reviews, and briefings associated with this task order, as related to overall program administration and/or management.

4. Performance Criteria Matrix:

Performance Indicator	Standard	AQL	Method of Surveillance
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Paragraph 3.1.1: Test Plan Performance	Accomplish per schedule provided in work order	Meet 97% level	Periodic Inspection
Paragraph 3.1.2: Test Plan Performance	Accomplish per schedule provided in work order	Meet 97% level	Periodic Inspection
Paragraph 3.1.1: Memo Describing Serious Problems Found During Testing	Delivery within 7 calendar days to the COR following test completion	Meet 98% level	Periodic Inspection
Paragraph 3.1.2: Memo Describing Serious Problems Found During Testing	Delivery within 7 calendar days to the COR following test completion	Meet 98% level	Periodic Inspection
Paragraphs 3.1.1: Final Test Report	Deliver draft to COR within 30 calendar days following test completion	Meet 98% level	Periodic Inspection
Paragraphs 3.1.2: Final Test Report	Deliver draft to COR within 30 calendar days following test completion	Meet 98% level	Periodic Inspection
Paragraph 6: Initial Business and Technical Meeting	Delivery within 4 work days after the meeting	On-time delivery at 75% level	100% Inspection
Paragraph 10.13.1: Monthly Status/Technical Report (MSTR)	Delivery within 10 work days after end of each report period	On-time delivery at 90% level	100% Inspection
Paragraph 10.13.2: Financial Summary Report (FSR)	Delivery within 10 work days after end of each report period	On-time delivery at 90% level	100% Inspection

5. **Deliverables and Acceptance:** All deliverables shall be delivered to the COR no later than the specified dates stated in the Performance matrix in Section 4.0.
6. **Initial Business and Technical Meeting:** Within ten (10) business days following the task award date, contractor shall meet with the Client to review goals and objectives of this task order, discuss technical requirements, and review transition plans. The contractor shall take meeting minutes in contractor format and provide to the COR.
7. **Records/Data:** In accordance with DFAR Subpart 227.400, DoD activities shall use the guidance in Subparts 227.71 and 227.72 instead of the guidance in Federal Acquisition Regulation (FAR) Subpart 27.4.
8. **Inspection and Acceptance:** In the absence of other agreements negotiated with respect to time provided for government review, deliverables will be inspected and the contractor notified of the COR's findings within five (5) work days of normally scheduled review. If the deliverables are not acceptable, the COR will notify the contractor PM immediately.

8.1. Quality Control: The contractor shall provide and maintain a Quality Control Plan (QCP) that contains, as a minimum, the items listed below to the COR for acceptance not later than ten (10) calendar days after award. The COR will notify the contractor of acceptance or required modifications to the plan within seventeen (17) calendar days from the date of award. The contractor shall make appropriate modifications and obtain acceptance of the plan within thirty (30) calendar day from the date of award.

8.1.1. The QCP shall include the following minimum requirements:

- A description of the inspection system to cover all major services and deliverables. The description shall include specifics as to the areas to be inspected on both a scheduled and unscheduled basis, frequency of inspections, and the title of inspectors.
- A description of the methods to be used for identifying and preventing defects in the quality of service performed.
- A description of the records to be kept to document inspections and corrective or preventative actions taken.
- All records of inspections performed shall be retained and made available to the Government upon request throughout the task order performance period, and for the period after task order completion, until final settlement of any claims under this task order.

8.2. Quality Assurance: The Government will evaluate the contractor's performance of this task order. For those tasks listed in the Performance Matrix, the COR or other designated evaluator will follow the method of surveillance specified in this task order. Government personnel will record all surveillance observations. When an observation indicates defective performance, the COR or other designated evaluator will require the contractor manager or representative at the site to initial the observation. The initialing of the observation does not necessarily constitute concurrence with the observation. It acknowledges that the contractor has been made aware of the non-compliance. Government surveillance of tasks not listed in the Performance Matrix or by methods other than those listed in the Performance Matrix (such as provided in the Inspection clause) may occur during the performance period of this task order. Such surveillance will be done according to standard inspection procedures or other task order provisions. Any action taken by the CO as a result of surveillance will be according to the terms of the task order.

9. Reserved.

10. Task Order Terms and Conditions:

10.1. Place of Performance: Primary duty location will be at Eglin AFB, FL; however, select positions may utilize Nellis AFB, NV, Dyess AFB, TX, Davis Monthan AFB, AZ and Barksdale AFB, LA as the primary duty location. Off-site work locations may be utilized with prior approval from the Government CO, through the Government COR. The contractor may be required to support test events (as necessary) at locations around the CONUS and OCONUS.

10.2. Hours of Operation: The normal hours of operation shall be 7:00 AM – 4:30 PM, local time, excluding federal holidays or when the government facility is closed due to local or national emergencies, administrative closings or similar government directed facility closings. However, hours of operation may vary depending on test events and travel requirements.

10.2.1. The Contractor may be permitted to work an alternate work schedule; however, the Government Fiscal Year (FY) average employee hours shall not normally exceed 40 duty hours per week, unless under special circumstances. The Contractor must provide written justification and obtain prior approval from the Government CO, through the Government COR.

10.2.2. Extended Hours/Overtime: As this task order is FFP, overtime or extended hours are not applicable to this task order. Overtime is defined as hours billed at a premium over and above the awarded labor rate. Extended hours are defined as hours incurred in excess of eighty (80) hours in a bi-weekly basis. The government will only approve payment for the awarded monthly payment amount as agreed to at the time of award. The contractor shall include extended testing hours and hours related to supporting TDY testing events in their baseline labor requirements.

10.2.3. Base Closures Due to Emergencies:

10.2.3.1. The Wing Commander may direct a base closure of all or part of the base in response to an unforeseen emergency such as, but not limited to, adverse weather, Act of God such as tornado or hurricane, or a base disaster such as a natural gas leak or fire. When the directive is issued, contractor personnel may be officially dismissed. Upon dismissal, contractor personnel shall promptly and appropriately secure all Government-furnished property and evacuate in an expedient but safe manner. Once evacuated, contractor personnel shall follow the directions in paragraph b of this clause.

10.2.3.1.1. Payment Terms: Firm-Fixed Price TOs- the Contractor shall be reimbursed at the awarded amount unless negotiations change that amount.

10.2.3.2. Base Closure Notification Procedures:

10.2.3.2.1. After an official notification of a base closure at Eglin AFB (or any other performance location specified in a TO) by the Wing Commander, the contractor is directed to listen or watch a local news programs for notification of the re-opening of the base as no other form of notification of a base re-opening will be issued by the Government. The contractor is responsible for notifying their employees of the base re-opening. If the decision to close all or part of the base is made during the duty day, the

contractor shall follow the Wing Commander's instructions as transmitted through official notification channels.

10.2.3.3. Base Closure Due to Non-Emergencies:

10.2.3.3.1. The HQ Commander or Wing Commander may elect to close all or part of the base for non-emergency reasons such as base open house, etc. In the event of a non-emergency Base or Headquarters closure, the COR and the contractor shall jointly choose a course of action within the following options:

10.2.3.3.2. If there is a need for the service during the Base or Headquarters closure and a Government employee will be present, the contractor may continue to work on-site. Billing for meaningful work shall be at the labor rates awarded in the TO.

10.2.3.3.3. If there is a requirement for work during the base or Headquarters closure but either a Government employee will not be present or access to the work area is not available, the contractor may work off-site provided meaningful work is accomplished. The contractor shall certify to the Government by letter within five (5) business days of returning to work the nature and scope of the work completed off-site. Billing for Firm Fixed Price TOs will be paid at awarded rates.

10.2.3.3.4. If there is not a requirement for the service during the scheduled Base or Headquarters closure, the contractor shall not work on the Government site or at an off-site location. The Government may grant a time extension for each order equal to the amount of time of the closure. Billing for Firm Fixed Price TOs will be paid at awarded rates.

10.3. Contracting Officer's Representative (COR) Designation: Prior to task order award, the Contracting Officer will appoint a COR and issue a COR Designation Letter stating the authority of the COR. The contractor shall receive a copy of the written designation.

10.4. Personnel Requirements: The contractor is responsible for providing personnel with the following levels of expertise:

- Assistant Program Manager (APM) positions [those fulfilling aircraft, platform installation (PI), etc. testing positions] should have Senior-level experience minimum with SME-level highly desirable. Exceptions may be considered on a case-by-case basis.
- IT and Cybersecurity support positions should have Journeyman-level experience minimum with Senior-level highly desirable. Exceptions may be considered for individuals that have the applicable/requisite positional certifications listed by position below.

10.4.1. The contractor, in support of the APM positions, must have experience in the following areas:

- Weapons ballistics as applicable to aircraft delivery planning in JMPS, PFPS, and OmniView
- Tactical planning
- Basic statistical analysis of basic mission planning data (ex. time to mission plan, availability time, down time).
- Training in JMPS, Life Cycle Upgrade (LCU), PFPS, and OmniView mission planning functions.
- Basic experience or training in aircraft flight performance and TOLD.
- The fighter, bomber, CSAR, and special mission aircraft mission planning contractors will have a minimum of 5 years operational experience in at least one aircraft related to their position and flight currency within the previous 10 years at time of hire.

10.4.2. The contractor, in support of the IT positions, must have experience/knowledge and/or qualifications in the following areas:

- Computer hardware and software systems in setup, testing, and analysis of all mission planning systems.
- Programming of software and end to end data transfer for all software and hardware of tested systems as well as connectivity and data transfer with all required external networks.
- IT positions must possess Security+ CE IAT Level II DoD certification to perform administrative functions in accordance with DoD 8570.01-M
- Aircraft systems engineering as applicable to Mission Planning Systems.
- The contractor shall practice the concepts equal to or greater than those required for a Capability Maturity Model Integration (CMMI) rating of Level 3.

10.4.3. The contractor, in support of the Cybersecurity position, must have experience/qualifications in the following areas:

- DoD cybersecurity policies, procedures, and security control assessments.
- Possess a baccalaureate level education and have IAM Level III DoD certification to perform information assurance functions in accordance with DoD 8570.01-M, Information Assurance Workforce Improvement Program. Two years of specific Information Assurance (IA) experience can be used to offset 1 year of degree requirement (minimum of AA/AS degree plus 4 years of specific IA experience equates to 4-year degree).
- Trained and experienced in the Enterprise Mission Assurance Support Service (eMASS) and Enterprise Information Technology Data Repository (EITDR), or receive such training within 6 months of assuming this position.
 - *****NOTE***** The training shall be accomplished via a .mil computer at the work location, or can be accomplished by travelling to the DoD-provided facility.

- Have 5 years of experience working with DoD IA/IT systems and be familiar with Information Assurance requirements/issues.

10.4.4 Key Personnel: The Contractor agrees to assign under the contract those personnel whose credentials, experience and expertise meet the qualification requirements identified in this Performance Work Statement to fulfill the requirements of the contract. All personnel are considered key personnel, as such, any substitution of key personnel must be of equally qualified individuals as those identified in the contractor's quote. Resumes are not required.

10.5. Government Furnished Items and Information: The Government will provide the contractor a dedicated work area for on-site support, including desks, utilities, electric power hook-up, computers, access to copiers, access to a facsimile machine, and telephone services for local calls through standard government assets. The Government will provide the contractor authority to access information, documentation, and facilities required to perform duties. The contractor shall use Government Furnished Equipment (GFE) in strict performance of contract related duties and maintain policies that prohibit fraud and abuse.

10.6. Contractor Furnished Items: Except for those items or services stated in Section 10.5 as Government furnished, the contractor must furnish everything needed to perform this contract according to all its terms.

10.7. Support Items: Support Items are material utilized by the contractor in the performance of the contract service. Support Items are ancillary in nature and integrally related to the contractor's ability to perform the service being acquired, i.e., they must be necessary for the completion of the task. Acquisition of Support Items cannot be the primary purpose of a task order. Support Items must satisfy the criteria expressed within the scope of the contract/task order. Support Items must not duplicate cost covered in other areas of the contract. No Support Items are anticipated or authorized on this task order.

10.8. Travel: Travel is to be reimbursed only in accordance with the Joint Travel Regulations. All travel must be authorized by the COR and be in compliance with the task order and all other applicable requirements. The contractor shall ensure that the requested travel costs will not exceed the amount authorized in this task order.

10.8.1. A contractor-generated travel authorization request form shall be submitted via an Action Memo through GSA's web-based IT Solutions Shop (ITSS) to the COR or GSA Contracting Officer for approval prior to beginning any travel. No travel shall be made without government COR or GSA Contracting Officer authorization. The form must identify the traveler's name, travel dates, location(s), per diem rates, purpose of trip, all estimated expenses, and an estimate of the remaining travel funds after the travel being authorized is complete. A Travel Expense Summary (see Attachment 1) shall be submitted as

an attachment with the monthly invoice as backup information for travel billing/charges.

10.8.2. Budgetary travel estimate: \$150,000 per Performance Period (Base Year and all Option Years).

10.9. Workload Projection: Based on a historical trend analysis and workforce forecast, the government is providing the following projection to assist offerors in developing their quotes. This is advisory, not binding and is not intended to be the only possible successful solution to the requirement; the government is not defining the number of hours in a "Full-Time Equivalent" (FTE). The contractor shall incorporate travel and surge contingencies into defining an FTE.

10.9.1. Current workload projects a need for 13 FTE positions. For specific Major Weapon System (MWS) support categories, numbers of positions are based on approximately 2 FTEs per 3 airframes which allows for overlapping support/coverage. To the greatest extent possible, FTEs should have prior flight qualification in at least one of the MWSs they support.

10.9.2. The Site Lead role should be filled by an experienced/senior FTE/APM. It is an additional responsibility beyond FTE/APM duties and should not consume more than 30% of the individual's billable hours.

10.9.3. Workload Allocation Estimate

Position (Lead & Test Engineers)	Title	#s	Base Location(s)
Site Lead	Site Lead/APM	1	Eglin, FL
(m)TOLD, PI-J ¹ , & TAWS	APM	1	Eglin, FL
Baseline (CAF/MAF) MWS	APM	1	Eglin, FL
Bomber MWS	APM	1	Eglin, FL or Dyess AFB, TX
Fighter MWS	APM	1	Eglin, FL &/or Nellis AFB, NV ²
SMAC ³ MWS	APM	4	Eglin, FL
CSAR MWS	APM	1	Eglin, FL or Davis Monthan, AZ
IT	SSR ⁴	2	Eglin, FL
Cyber	Cyber	1	Eglin, FL

¹ PI-J: Platform Install - JMPS

² One position must be at Eglin

³ Special Mission Aircraft & Baselines

⁴ SSR: System Support Representative

Notional Platform/Position Coverage
Bomber: B-1, B-52
Fighter: A-10, F-15, F-16 (Blk 30, Blk 40/50)

SMAC: CAF Baseline, E-3/E-8, E-3 DRAGON, EC-130, UH-1, RC-135, RQ-4, U-2 CSAR: HC-130, HH-60

Note: The platforms listed above are for initial planning/manning purposes based on FY21 focused tests in the 28TES Mission Planning Division. MWSs can be added or subtracted as required by the government.

- 10.10. Privacy Act:** Work on this project may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations. The contractor shall ensure that employees assigned to this task understand and comply with DoD Regulation 5400.7/Air Force Supplement, DoD Freedom of Information Act Program, and AFI 33-332, Privacy Act Program. These directives set policy and procedures for the disclosure of records to the public and for making, handling, transmitting, and safeguarding For Official Use Only (FOUO) material. In addition, they set guidelines for collecting, safeguarding, maintaining, using, accessing, amending, and disseminating personal data kept in systems of records.
- 10.11. Security:** All contractor personnel assigned to this task order shall possess at least a SECRET security clearance. A minimum of seven (7) software analysts shall possess or be capable of attaining a TOP SECRET / Sensitive Compartmented Information (TS/SCI) clearance in support of paragraph 3.1.1. The personnel analyst shall possess or be capable of attaining a TS/SCI clearance in support of Section 3.1.2. The personnel analyst shall possess or be capable of attaining a TS/SCI clearance in support of Section 3.1.4. A minimum of six (6) employees shall be cable of receiving Special Access Program (SAP) access. The contractor shall be responsible for verifying employee clearances and employee clearance information, which shall be recorded on a Visit Authorization Request form and submitted to the COR for processing.
- 10.12. Organizational Conflict of Interest (OCI):** The guidelines and procedures of FAR 9.5 will be used in identifying and resolving any issues of organizational conflict of interest at the Order level. In the event that an Order requires activity that would create an actual or potential conflict of interest, the Contractor shall:
- 10.12.1.** Notify the Contracting Officer of the actual or potential conflict, and not commence work on any Order that involves a potential or actual conflict of interest until specifically notified by the contracting officer to proceed;
 - 10.12.2.** Identify the conflict and recommend to the Contracting Officer an alternate tasking approach which would avoid the conflict;
 - 10.12.3.** If the Contracting Officer determines that it is in the best interest of the Government to issue the Order, notwithstanding a conflict of interest, a request for waiver shall be submitted in accordance with FAR 9.503.

10.13. Monthly Report: Each monthly report shall be due on the tenth (10th) business day following the close of the calendar month. The report shall be submitted in the GSA's electronic Web-Based Order Processing System (currently ITSS).

10.13.1. Monthly Status/Technical Report (MSTR): The contractor shall provide a MSTR for each task that describes the major activities accomplished during the month. The report shall list the individual names of personnel who worked on each task. The MSR should also include any current or anticipated problems and briefly summarize the activity planned for the next reporting period. A copy of the monthly report shall be provided to the government Program Manager and submitted via GSA electronic contract management system no later than the 10th workday of every month. The contractor shall identify and report all program management actions in the MSTR and additional information as requested by the government. This report shall be electronically delivered to the Client Representative via the GSA IT Solutions Shop (ITSS) web-based Order Processing System and contain the following information:

- Brief description of requirements
- Brief summary of accomplishments during the reporting period and significant events regarding the task order
- Any current or anticipated problems and the resolution
- Summary of all major events and other pertinent information
- Summary of associated travel completed
- Summary of planned travel
- Brief summary of activity planned for the next reporting period

10.13.2. Financial Summary Report (FSR): A financial summary for completion of each deliverable or monthly support effort shall be electronically delivered to the COR via GSA electronic contract management system by the 10th business day of each month for client acceptance. The FSR shall be in Microsoft Excel format and an e-mail shall be sent to the GSA Project Manager to notify them the invoice has been submitted in ITSS for acceptance. Upon client acceptance of the FSR in GSA IT Solutions, the contractor shall then invoice GSA for payment. The FSR shall include the monthly labor "price" and charges related to travel. The government will not pay any unauthorized charges. Original receipts, travel vouchers, etc. completed in accordance with Government Travel Regulations shall be maintained by the contractor and made available to Government auditors upon request.

10.13.2.1. Note: Travel charges must include the traveler's name, dates of travel, destination, purpose of travel and itemized actual cost for each trip.

10.13.3. Other Reports: The contractor shall write quick-look, interim and final test reports, investigation and study reports, travel reports, and conference minutes as required.

- 10.14. Personal Service:** The client has determined that use of the GSA contract to satisfy this requirement is in the best interest of the government, economic and other factors considered, and this task order is not being used to procure personal services prohibited by the FAR Part 37.104 titled “Personal Services Contract”.
- 10.15. Problem Resolution:** The contractor shall bring problems, or potential issues, affecting performance to the attention of the COR as soon as possible. Verbal reports will be followed up with written reports when directed. This notification shall not relieve the Contractor of its responsibility to correct problems for which they are responsible. The Contractor shall work cooperatively with the Government to resolve issues as they arise.
- 10.16. Task Order Funding:** It is anticipated that the task will be incrementally funded.
- 10.17. Past Performance Reporting:** In accordance with FAR 42.15, Contractor Performance Information, interim and final past performance information will be submitted by the GSA Contracting Officer, or the GSA Customer Account Manager. The Government will provide and record Past Performance Information for acquisitions over the Simplified Acquisition Threshold utilizing the Contractor Performance Assessment Reporting System (CPARS). The CPARS process allows contractors to view and comment on the Government's evaluation of the contractor's performance before it is finalized. Per GSAM 542.1503(c), the Contracting Director will make the final decision regarding disagreements related to performance evaluations between the contracting officer and the contractor.
- 10.17.1.** Contractors are required to register in CPARS so contractors may review and comment on past performance reports submitted through CPARS.
- 10.18. Section 508 Compliance:** If the task order includes the acquisition of any electronic or information technology, then the following statement should be included.
- 10.18.1.** The Industry Partner shall support the Government in its compliance with Section 508 throughout the development and implementation of the work to be performed. Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) requires that when Federal agencies develop, procure, maintain, or use electronic information technology, Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by Federal employees who do not have disabilities, unless an undue burden would be imposed on the agency. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.
- 10.18.2.** The Industry Partner should review the following Web sites for additional 508 information:

10.18.2.1. <http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>

10.18.2.2. <http://www.access-board.gov/508.htm>

10.18.2.3. <http://www.w3.org/WAI/Resources>

10.19. Invoicing and Payment: Electronic acceptance by the COR is considered concurrence and acceptance of services.

10.19.1. Payment Information: The contractor shall provide the following payment information for GSA use. It must be an exact match with the information under the contract number in the AAS Business Systems (AASBS) contract registration (not the contractor's company or individual representative's registration) as well as with the information under the contractor's Data Universal Numbering System (DUNS) number in the System for Award Management (SAM), <http://www.sam.gov>. Mismatched information will result in rejected purchase orders and payments.

- Company Name – Legal Business Name and Doing Business As (DBA) Name
- Mailing Address – Contact and Address Information
- Remittance Address – Remit To Address Information
- Employer's Identification Number – Federal Tax ID
- DUNS (Data Universal Numbering System)

10.19.2. Invoice Information: The contractor shall provide the following information on each invoice submitted to the Central Invoice Service (CIS), which is available through GSA's AAS Business Systems (AASBS) portal, <https://portal.fas.gsa.gov>.

- Invoice Number
 - do not use any special characters; AASBS and the invoice must match
- ACT (GSA financial tracking number) Number from GSA Form 300, Block 4
- GSA Task Order Number – must match AASBS
- Contract Number from GSA Form 300, Block 3
- Point of Contact and Phone Number
- Remittance Address
- Period of Performance for the billing period
- Charges, identified by deliverable or line item(s), with a narrative description of the service performed. Deliverables, reimbursable costs, and other charges (e.g., G&A) must be broken out as follows:
 - Deliverable Number and Title
 - Travel, if any, must be itemized by individual and trip; backup information is required to substantiate the traveler's name, dates of travel, destination, purpose of travel and cost (airfare, lodging, per diem and other expenses) for each trip. This information must be provided in sufficient detail to allow verification of JTR compliance
 - Support items itemized by specific item and amount
- Prompt Payment Discount, if offered
- Total Invoice Amount

10.19.3. Invoice Submittal:

10.19.3.1. The contractor shall submit invoices electronically to the Central Invoice Service (CIS), which is available through GSA's AAS Business Systems (AASBS) portal, <https://portal.fas.gsa.gov>. The payment information must satisfy a two-way match (AASBS and SAM, <https://www.sam.gov>) for the invoice to be successfully processed for payment. The Client Representative and GSA Customer Account Manager must approve the invoice in AASBS prior to payment.

10.19.3.2. If the contractor submits a revised invoice, the revised invoice must include: 1) a unique invoice number, 2) a brief explanation, and 3) a cross-reference to any previous invoice submittals for tracking purposes and avoiding duplication.

10.19.3.3. Copies of receipts, travel vouchers, etc., that have been completed in accordance with the applicable Government regulations must be retained to support charges for other than employee labor hours. Original receipts shall be maintained by the contractor and made available to the Government upon request.

10.19.4. Reimbursable costs must not exceed the limit(s) specified in the task order. The Government will not pay charges that are not specifically identified in the task and approved, in advance, by the Government.

10.19.5. Invoices for final payment must be so identified and submitted when the task has been completed and no further charges are to be billed.

10.19.6. Payment Schedule. The contractor shall invoice for work performed the prior month.

10.19.6.1. This is a TBD task and payment will be based on acceptance of the established work products. A performance and payment schedule will be established after award of the task order. The payment schedule will be based upon interim deliverables and milestones and will be closely aligned with the performance schedule. These milestones may be associated with the monthly progress reports and interim deliverables. During task order performance, if a contractor deviates from their performance schedule then the Government will adjust payment to reflect the contractor's actual level of performance. The contractor shall provide a proposed performance and payment schedule within ten (10) calendar days after award.

10.20. Task Order Closeout: The contractor shall submit a final invoice within forty-five (45) calendar days after the end of the Performance Period. After the final invoice has been paid the contractor shall furnish a completed and signed Release of Claims

(GSA Form 1142) to the Contracting Officer. This release of claims is due within fifteen (15) calendar days of final payment.

10.21. Reporting Executive Compensation and First-Tier Subcontract Award:

Unless otherwise directed by the contracting officer, reporting must occur by the end of the month following the month of award of a first-tier subcontract with a value of \$25,000 or more, (and any modifications to these subcontracts that change previously reported data). Reporting on first-tier subcontracts is done at the Federal funding accountability and Transparency Act Subaward Reporting system (FSRS) at <http://www.fsr.gov>.

10.21.1. Reporting on executive compensation is done at the Central Contractor Registration at <http://www.ccr.gov>. Reporting on executive compensation occurs by the end of the month following the month of a contract award, and annually thereafter. The contractor shall report the names and total compensation of each of the five most highly compensated executives for the contractor's preceding fiscal year.

11. Training

11.1. Training of contractor employees assigned to this task order shall be performed at the contractor's own expense, with these exceptions:

11.1.1. The Government has given prior approval for training to meet special requirements that are peculiar to the environment and/or operations.

11.1.2. Limited contractor employee training may be authorized if the Government changes hardware or software during the performance of this task order, and it is determined to be in the best interest of the Government.

11.2. In the event that the Government has approved and paid for contractor employee training, reimbursement shall not be authorized for costs associated with re-training replacement individual(s) should the employee(s) terminate from this task order. Costs that are not authorized include, but are not limited, to labor, travel, and any associated re-training expenses.

11.3. For reimbursable training cost a contractor-generated training authorization request form shall be submitted via an Action Memo through GSA's web-based IT Solutions Shop (ITSS) to the COR or GSA Contracting Officer for approval prior to beginning any training. No training shall be taken without government COR or GSA Contracting Officer authorization. The form must identify the trainee's name, training dates, location(s), purpose of training, and an estimate of the remaining training funds after the training being authorized is complete.

11.4. In the event that reimbursable training is requested, a modification will be required to establish budgetary cost estimates for the training. Therefore, no training

will be authorized until training budget has been added to the task order via modification.

- 11.5.** Budgetary training estimate: \$10,000.00 per Performance Period (Base Year and all Option Years).

12. Contractor Manpower Reporting

- 12.1.** Section 2330a of title 10, United States Code (10 USC 2330a), requires the Secretary of Defense to submit to Congress an annual inventory of contracts for services performed during the prior fiscal year for or on behalf of the Department of Defense (DoD). The inventory must include the number of contractor employees using direct labor hours and associated cost data collected from contractors.

- 12.2.** The prime contractor shall report all contractor labor hours and cost data (including subcontractor labor hours and cost data) required for performance of services provided under this contract. The prime contractor is required to completely fill in all required data fields in accordance with the contractor's user guide instructions found at <http://www.ecmra.mil>.

- 12.3.** Reporting inputs will be for the labor executed during the period of performance for each Government fiscal year (FY), which runs 1 October through 30 September for the life of the contract. While inputs may be reported any time during the FY, all data shall be reported no later than 31 October of each calendar year. Contractors may direct questions to the CMRA help desk.

- 12.4. Uses and Safeguarding of Information:** Information from the secure web site is considered to be proprietary in nature when the contract number and contractor identity are associated with the direct labor hours and direct labor dollars. At no time will any data be released to the public with the contractor name and contract number associated with the data.

- 12.5. User Manuals:** Data for Air Force service requirements must be input at the Air Force CMRA link. However, user manuals for government personnel and contractors are available at the Army CMRA link at <http://www.ecmra.mil>.

13. Clauses:

- 13.1.** The following clauses are incorporated in full text:

13.1.1. 52.217-8 - Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option

by written notice to the Contractor within thirty (30) calendar days of the end of the task order.

13.1.2. 52.217-9 - Option to Extend the Term of the Contract (Mar 2000)

13.1.2.1. The Government may extend the term of this contract by written notice to the Contractor within thirty (30) calendar days before the contract expires; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least sixty (60) calendar days before the contract expires. The preliminary notice does not commit the Government to an extension.

13.1.2.2. If the Government exercises this option, the extended contract shall be considered to include this option clause.

13.1.2.3. The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

13.2. The following clauses are incorporated by reference:

13.3. FAR Clauses:

13.4.

52.204-2 Security Requirements (Aug 1996)

52.204-9 Personal Identity Verification of Contractor Personnel (Jan 2011)

52.204-10 - Reporting Executive Compensation and First-Tier Subcontract Awards (July 2013)

52-246-4(a) - Inspection of Services-Fixed price (Aug 1996)

52-224-1 – Privacy Act Notification (Apr 1984)

52-224-2 – Privacy Act (Apr 1984)

13.5. DFARS Clauses:

252-201-7000 - Contracting Officer's Representative (Dec 1991)

252.209-7999 Class Deviation - Representation by corporations regarding an Unpaid Delinquent Tax Liability or a Felony Conviction under any Federal Law (2012-O0004)

252.227-7015 – Technical Data – Commercial Items (Feb 2014)

252.232-7007 - Limitation of Government's Obligation (Apr 2014)

13.6. The following clauses are incorporated by reference, with the same force and effect as if they were given in full text. The full text may be accessed electronically at <https://www.acquisition.gov/far>.

13.7. Incorporate the following GSAM clause by reference: **552.204-70 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (DEVIATION) (Aug 2019).**

13.8. Incorporate the following FAR clause by reference: **52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020).**

13.9. Incorporate the following FAR clause by reference: **52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2019).**

13.10. Incorporate the following FAR clause by reference: **52.204-26 Covered Telecommunications Equipment or Services -Representation (Oct 2020).**

13.11. Incorporate the following GSAM clause by reference: **552.204-9 Personal Identity Verification Requirements (Jul 2020).**

13.12. Incorporate the following GSA Local Clause by full text:

Personal Identity Verification (PIV) of Contractor Personnel

a) Order ID04200042 requires contractor personnel of (contractor's name) and/or subcontract personnel to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system as identified in the Performance Work Statement/Statement of Work.

b) XXX (Name of Contractor) hereby understands its responsibility of complying with the agency's personal identity verification procedures applicable to the installation where performance will occur. XXX (Name of Contractor) shall account for all forms of Government-provided identification issued to the Contractor employees and/or subcontractor employees in connection with performance under this contract/order.

c) XXX (Name of Contractor) shall provide a report to the Contracting Officer's Representative of the total number of PIVs issued under this contract/order no later than the following:

- 10 business days after contract/order performance begins
- 10 business days after exercise of each option period
- 10 business days after Contracting Officer's notice/request

d) Each report shall include the following information, at a minimum:

- The individual's name;
- Title;
- Date the PIV credential/security badge is required under the contract;
- Date the PIV credential is issued;
- Unique PIV credential number;
- Date PIV credential is no longer needed;
- Date PIV credential is returned

e) In addition to the above, **XXX (name of contractor)** shall return such identification to the issuing agency at the earliest of any of the following:

- (1) When the PIV is no longer needed for contract performance.
- (2) Upon completion of the Contractor employee and/or **subcontractor employee's** employment.
- (3) Upon contract completion or termination of **contract/order**

f) **XXX (Name of Contractor)** shall deliver a written report to the Contracting Officer addressing the requirements in paragraphs c-e above. A copy of each written report shall be delivered to the Contracting Officer via upload to the ASSIST Post Award Collaboration tool using the 'Report' collaboration type. **XXX (Name of Contractor)** shall also ensure the COR is selected as a 'Responsible Person' in the ASSIST collaboration for distribution. **XXX (Name of Contractor)** understands the Contracting Officer may delay final payment under the contract/order if the **XXX (Name of Contractor)** fails to comply with these requirements.

14. Attachments:

- 14.1. Attachment 1 - Travel Expense Summary**
- 14.2. Attachment 2 – Draft DD 254**